



SOLICITATION

SOLICITATION NUMBER: AID-006-16

ISSUANCE DATE: December 2, 2016

CLOSING DATE AND TIME: December 30, 2016; 5p.m. Lusaka

POSITION TITLE: Development Outreach and Communications Specialist, Resident
Hire Personal Services Contractor (PSC)

MARKET VALUE OF POSITION: The position's duties and responsibilities are equivalent of a GS-10, ranging from \$47,158.00 to \$61,306.00 per year. Final compensation will be based on individual's salary and work history, experience, and educational background, not to exceed the GS-10 level.

PERIOD OF PERFORMANCE: One year from date of appointment with an option to extend for up to four additional years.

PLACE OF PERFORMANCE: Embassy of the United States of America, Lusaka, Zambia

SECURITY ACCESS: Basic

AREA OF CONSIDERATION: U.S. Citizens only

I. SCOPE OF WORK

A. Introduction:

General Responsibilities:

The Development Outreach and Communications (DOC) Specialist will be involved in outreach program planning and performance reporting communication. This position will exercise considerable interaction with senior level officials within the United States Embassy, Zambian Government, and international donor community. The incumbent will demonstrate high-level organization, initiative, effective writing, and leadership skills to ensure the timely and accurate development of communication materials by USAID/Zambia technical teams and their partners.

Duties and Responsibilities:

The DOC Specialist will work with the Senior DOC Officer to manage and support outreach and communication efforts.

Specific activities include, but are not limited to, the following:

- a) In close collaboration with the USAID/Zambia technical teams, the Public Affairs Section (PAS) of the U.S. Embassy, and the interagency communications community of Embassy/Lusaka plan,

schedule, publicize and support activities that present USAID/Zambia programs to the public, while maintaining the Integrated Calendar of USAID-related events; work with USAID technical teams and PAS to coordinate field travel and public affairs activities of the USAID/Zambia Mission Director and Deputy Mission Director, as well as the U.S. Ambassador and Deputy Chief of Mission; and work to ensure that all information related to USAID/Zambia events and field travel, including event scheduling request forms, scene-setters, schedules, speeches, talking points, and press releases are prepared and cleared, in a manner that meets USAID/Zambia's high standards for quality and timeliness.

- b) Develop and maintain public relations materials, including media advisories, press releases, fact sheets, success stories, brochures, newsletters, presentations, and other visual displays on USAID/Zambia's programs and objectives - these must be written in clear, concise English, prepared with both the media and general audiences in mind; coordinate USAID involvement in high-level U.S. Government visits by preparing briefing materials and scene-setters, coordinating meetings and briefings with implementing partners and others as needed, and handling logistical support for such visits; work with technical teams and partners to develop and produce success stories documenting personal accounts of how USAID/Zambia projects have impacted the lives of beneficiaries; and edit, update, and maintain the Mission's web materials, "Partners in Development" books, and other printed and electronic media produced in-house, as well as the materials supplied by USAID/Zambia's implementing partners.
- c) Review the daily local and online press to keep abreast of coverage that relates to USAID/Zambia's activities; select, archive, and share items of interest to USAID staff; and ensure USAID's Bureau of Legislative and Public Affairs in Washington keeps abreast of USAID/Zambia's public outreach activities and events.
- d) Create and coordinate video, photo, and audio documentation of USAID/Zambia activities and maintain online and print media archives of Mission activities; backstop and provide coverage during the absence of the Senior DOC Officer; and other duties as assigned.

B. Position Elements

1. Program Office:

The Development Outreach Communication Specialist works with the Program Office and technical teams to manage and develop the production of strategic planning and reporting narratives. Specific duties will include, but are not limited to, the Mission's Annual Performance Plan Report, Operational Plan, budget tracking and narratives, and the review and editing of internal and external programming documents.

2. Supervision Received: Supervision is provided by the USAID/Zambia Senior Development Outreach Communication Officer.

3. Supervision Exercised: The incumbent will occasionally co-supervise temporary department interns.

4. Post Entry Training: None.

5. Available Guidelines: Automated Directives System (ADS) of USAID; USAID and PEPFAR Branding Guidance; and USAID Legislative and Public Affairs Guidance.

- 6. Exercise of Judgment:** The incumbent will have moderate latitude in judgment related to event coordination, site visits, and other assigned tasks.
- 7. Authority to make commitments:** None.
- 8. Nature, level, and purpose of Contacts:** The incumbent serves as the secondary point of contact for the USAID DOC team. The incumbent will engage with senior level contacts within United States Government agencies, the Government of the Republic of Zambia, civil society, private sector, and donor community to plan, design, coordinate, and implement USAID events, videos, public outreach material development, and other assigned tasks. Mid-level contacts within the same entities for the purpose of explaining USAID outreach and branding policies and reporting into USAID systems.
- 9. Time required to Perform Full Range of Duties after Entry into the Position:** One year

II. QUALIFICATIONS

In order to be considered for this position a candidate must meet the Required Minimum Qualifications listed below. Consideration and selection will be based on panel evaluation of Required Minimum Qualifications, Desired Qualifications, and Evaluation Factors. Additionally, interviews, and writing samples may be requested. Applicants must write a brief cover letter to a resume, AID-302-3 to demonstrate how prior experience and/or training addresses the Minimum Qualifications and Evaluation Factors listed below:

A. Required Minimum Qualifications:

- Bachelor's Degree in Communications, International Relations, Education, Liberal Arts, or other related field.
- Minimum of five years in communications or development field.
- Strong written and verbal communication skills; work experience that demonstrates event planning, multitasking, teamwork, and time management.
- U.S. Citizenship.
- Fluency (level 4) in written and spoken American English Advanced writing skills are required.
- Basic computer skills, to include knowledge of Microsoft Word, Excel, Google applications, e-mail and Apple products.
- Knowledge of basic graphic design and multimedia production.

B. Desired Qualifications:

- International experience with development programs.
- Strong interpersonal skills and ability to work toward and manage multiple tasks and deadlines.
- Proficiency with Adobe Acrobat, Photoshop, Apple Final Cut Pro, Microsoft Publisher, or similar graphic design software.
- Proficiency with audio/visual production and post-production equipment.

- Knowledge and understanding of international development, cross-cultural dynamics, and program management.
- A self-starter and able to work with minimal supervision. High level of analytical skill, strong writing and editing ability, and sound judgment.
- Ability to explain USAID/Zambia positions to diverse audiences, including those based locally and in the United States.
- Ability to professionally interact with Mission leadership, visiting VIPs, and senior GRZ officials.
- Ability to multitask in a fast-paced event management, public relations, and media production environment.

III. EVALUATION FACTORS:

The following factors are listed in descending order of importance and will be the basis for the evaluation of applications meeting the required minimum qualifications. All applications will be evaluated based on the documentation submitted with the application. USAID reserves the right to contact previous employers for relevant information concerning performance and may consider such information in its evaluation. The highest ranking applicants may be selected for an interview, but an interview is not always necessary. Applicants are strongly encouraged to address each of the factors on a separate sheet describing specifically and accurately the experience, training, and/or education that are relevant to each factor. Be sure to include your name, social security number, and the announcement number at the top of each additional page.

A. ABILITIES AND SKILLS: (50 points)

- High level of analytical skill, strong writing and editing ability, and sound judgment.
- Knowledge of graphic design and multimedia production, including but not limited to Adobe Acrobat, Photoshop, Apple Final Cut Pro, Microsoft Publisher, or similar software.
- Knowledge and understanding of international development, cross-cultural dynamics, and program management.
- Ability to professionally interact with and support senior management.
- Proficiency with A/V production and post-production equipment.
- Experience in operating effectively in a multi-cultural environment and working within an interagency setting.

B. WORK EXPERIENCE: (30 points)

Five years in communications or development field; International experience with development programs is preferred, though not required. Work experience that demonstrates writing, event planning, multitasking, teamwork, and time management.

C. EDUCATION: (20 points)

Applicants for this position are expected to hold at least a Bachelor's Degree in Communications, International Relations, Education, Liberal Arts, or other related field.

D. Other factors

The incumbent must be:

1. A U.S. citizen.
2. In possession of, or able to obtain, a basic security clearance.

3. Available and willing to work outside the regular 40-hour workweek when required or necessary.
4. Willing to travel to work sites outside of Lusaka as and when requested.

IV. APPLYING:

A. Interested applicants must submit:

- (1) An up-to-date curriculum vitae (CV) or resume: Your CV/resume **must** contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Applicants are encouraged to write a brief appendix to demonstrate how prior experience and/or training addresses the minimum qualifications and evaluation criteria set forth in the solicitation.
- (2) Application cover letter: Applicants are required to submit an application cover letter addressing each of the Evaluation Criteria describing their expertise, experience, training, and education relevant to each criterion.
- (3) Form AID-302-3: This form must be signed and completed as much as possible and may reference the CV/resume for a greater detailed explanation of work experience rather than repeat it in the AID-302-3; and,
- (4) References: Three (3) to five (5) references, who are not family members or relatives, with working telephone and e-mail contacts. The references must be able to provide substantive information about your past performance and abilities. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation of the application.

In order to be considered for the position a candidate must meet the Minimum Qualifications listed in the solicitation. Consideration and selection will be based on a panel evaluation of the applications based on the Evaluation Criteria. Applicants are reminded and required to sign the certification at the end of the AID-302-3.

B. Required Forms for PSCs: The following forms and others shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the position. Additional forms may be required at the time the selection process is completed.

Medical History and Examination (DS-6561)
Questionnaire for the Sensitive Positions (for National Security) (SF-86), or
Questionnaire for Non-sensitive Positions (SF-85)
Fingerprint card

C. Late Submissions: Qualified individuals should note that applications must be received by the closing date and time at the address specified in the cover letter or they will not be considered eligible for evaluation or award, unless Contracting Officer determines that the documents were mishandled by the receiving agency. The closing time for the receipt of applications is 5:00 pm, local time, on the date specified on the covering letter to this solicitation. You are directed to Federal Acquisitions Regulation, Part 15.208 "Submission, modification, revision, and withdrawal of proposals" for further information.

V. SELECTION PROCESS

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates which do not meet the minimum educational and work experience requirements will not be scored. As part of the selection process, final candidates may be interviewed either in person or by telephone at the committee's discretion.

Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the applicant's cover letter.

The interviewing committee will delay such reference check pending communication with the applicant. Only finalists will be contacted by the interview committee with respect to their applications. Successful candidate will be selected through interview, a review of resume/CV, biographical data and from careful checking of references. The following criteria will be used:

- Demonstrated communication skills, including a written test for selected applicants (25%)
- Documented relevant prior experience in the field of communications or outreach (25%)
- Interview (25%)
- Reference checks (25%)

VI. SECURITY AND MEDICAL CLEARANCES

A. Medical Clearance: Prior to signing a contract, the selected individual and eligible dependents will be required to obtain a medical clearance or waiver, through the Dept. of State, Office of Medical Clearances, for the country of performance specified. Instructions for obtaining the medical clearance will be forwarded to the selected individual once negotiations have been concluded.

B. Security Clearance: Prior to signing a contract, the selected individual will be required to obtain a security clearance through the Regional Security Office. An Employment Authorization will be requested while a personal background investigation is conducted for the required level of clearance.

VII. REGULATIONS/BENEFITS/ALLOWANCES

A. USAID Regulations:

1. Contract Information Bulletins (CIBs): CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts.

2. AIDAR: The Agency for International Development Acquisition Regulation (AIDAR) Appendix D - Direct USAID Contracts With U.S. Citizens or U.S. Residents for Personal Services Abroad found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf> is the primary regulation governing USPSCs for USAID.

B. Benefits, Allowances and U.S. Taxes:

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances (however, as conditions at post change, benefits and allowances may also be changed):

a. Benefits:

- (1) Employee's FICA Contribution
- (2) Contribution toward Health & Life Insurance
- (3) Pay Comparability Adjustment
- (4) Eligibility for Worker's Compensation
- (5) Vacation & Sick Leave (only earned for actual work days)

b. Allowances:

Benefits and allowances are provided in accordance with the AIDAR Appendix D which can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>.

c. Federal Taxes:

- (1) Federal Taxes: USPSCs are not exempt from payment of Federal Income taxes and will be withheld from compensation payments.
- (2) State Taxes: USAID does not withhold state taxes from compensation payments. State taxes are solely between the employee and the employee's state of official residence.

Definitions

Resident Hire:

Resident hire means a U.S. citizen who, at the time of hire as a PSC, resides in the cooperating country as a spouse or dependent of a U.S. citizen employed by a U.S. Government agency or under any U.S. Government-financed contract or agreement, or for reasons other than for employment with a U.S. Government agency or under any U.S. Government-financed contract or agreement.

A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States.

SUBMIT ALL APPLICATION MATERIALS TO:

EXOZambiaHR@usaid.gov (E-mailed applications required.)

The email subject heading **must** read:

Application: Development Outreach and Communication Specialist, AID-006-16

Only short listed candidates will be contacted.